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AT YOUR SERVICE

The mission of the Information Resources Department is to provide you with information that is timely, accurate and pertinent in a cost-effective manner. To achieve our mission we provide resources in many different formats using many different platforms. Here are some of the ways that we can assist you:

More than 15,000 scientific, technical, computing and business books • Over 2,000 physics preprints • 250 scientific journals • Technical publications full-text fileserver • Archive of all Fermilab preprints, technical memos and physics notes • Interlibrary loan • Postscript printers and X-terminals with Web browsers available in the Library for your use • Web search interface to Library online catalog with links to full-text scientific and technical publications • Links to preprint archives and other reference resources • CD-ROM journal citation indices • Online access to Carl UnCover and FirstSearch citation databases • Online searching of commercial databases by appointment • Conference and training video collection • Preprinting and report distribution service • Copyright execution for Fermilab authors • Assistance with print production.

The Library is open 24 hours a day for people with building access. Our staff is available to assist you weekdays from 8:30 a.m. - 5:00 p.m.

COMMUNICATION IS CRITICAL

A new Library Advisory Committee was recently appointed by Director John Peoples. The 1997 members to the LAC are: Rob Atkinson, Fritz Bartlett, Marcela Carena, David Carlson, Cindy Crego, Fritz DeJongh, Roger Dixon, Dianne Engram, Chuck Federowicz, David Herrup, Mike McAshan, Judy Nicholls, Jack Pfister, Tushar Shah, Rich Stanek, Al Stebbins, Larry Thompson, Sara Tompson (chairwoman), and Bob Trendler. The LAC provides a formal mechanism by which subject matter experts can advise Library personnel about what resources are needed in the Library's collection. If you have suggestions for materials or services, please contact a member of the Library staff or the advisory committee.

WHAT'S NEW ON THE WEB

The Library and the Publications Office are part of the Laboratory Services Section. Our section provides services in the areas of human resources and information resources. Information about many of our resources and services is available on the Web.

- **Laboratory Services Section Homepage**
<http://fnalpubs.fnal.gov/lsection/welcome.html>
- **Benefits Office** (*provides important telephone numbers, policies and summary plan descriptions*)
<http://fnalpubs.fnal.gov/benedept/benefits.html>
- **Education Office** (*highlights programs, resources and opportunities*)
<http://www-ed.fnal.gov/>
- **Equal Opportunity Office** (*information and online application for Summer Internships in Science and Technology for Minorities*)
<http://garlic.fnal.gov/sist/>
- **Facilities Request Form** (*complete and submit online*)
<http://fnalpubs.fnal.gov/facilities/disclaimer.html>
- **Fermilab Employment Opportunities** (*listing updated monthly*)
<http://fnalpubs.fnal.gov/employ/jobs.html>
- **Recreation Office** (*provides Wellness Works program schedules, and information about clubs, facilities, discount programs, and rentals*)
<http://fnalpubs.fnal.gov/benedept/recreation/recreation.html>
- **Visual Media Services** (*order photos or duplicating from your desktop*)
<http://visualmedia.fnal.gov/homepage.html>

Coming soon: Fermilab Personnel Policy Guide and Cafeteria Menus.



RESOURCES
for information

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CHECK IT OUT

The Fermilab Library maintains a homepage on the Web at <http://www-lib.fnal.gov/library/welcome.html>. The page has links to resources both within the Library and beyond the Library. This article will emphasize internal resources; stay tuned for more information on our links to external resources. Keep in touch with your Library—create a bookmark in your browser for the Library's "What's New" page at <http://www-lib.fnal.gov/library/whatsnew.html>.

ONLINE CATALOG

The key to accessing the Library's resources is the Web version of the Library online catalog. You may still telnet to the catalog at fnlib.fnal.gov and login as "library." However, the Web version of the online catalog includes clickable hyperlinks to source documents, including full-text of Fermilab and other preprints. To reach the Web catalog, click on the big SEARCH button on the Library homepage, or point your browser directly to <http://fnlib.fnal.gov/MARION>. While visiting the Library, feel free to use one of the X-terminals to search the online catalog or other Web sites. These terminals run the UNIX version of Netscape, which automatically launches Ghostview or Acrobat Reader. These applications allow you to read and print full-text documents that are in Postscript or PDF format.

"WORK SMART" STANDARDS

The Fermilab Library, in conjunction with Rod Walton's ES&H group, pulled together the "Work Smart" Standards set in the Library. Formerly known as the "Necessary and Sufficient" Standards set, this is the set of federal, state and local laws, regulations, and standards to which the Lab must adhere.

We have developed a set of "Work Smart" Web pages with links and pointers to free Web resources; subscription Web resources available only to Fermilab employees, users and contractors (contact the Library for password information); and books in the Fermilab Library reference section. Please visit the page at <http://www-lib.fnal.gov/library/protect/worksmart.html> from your desktop or use the "Work Smart" computer station in the Library.

NEW BOOKS

The Library now displays all new books on a cart at the Library Information Desk. The cart is available during weekdays, from 8:00 a.m. to 5:00 p.m. Books remain on the cart for two weeks, after which all books, except reference books, may be borrowed. You may reserve a book for check out by signing the form inside the front cover. You may also view bibliographies of new books acquired during the past few months at <http://www-lib.fnal.gov/library/newacq.html>.

NEW FEATURES ADDED TO PREPRINT SERVICE

The Publications Office is responsible for preprinting and distributing Fermilab scientific and technical reports. Over the last few months, many changes have been made to streamline the preprinting process and improve distribution services. Some of the changes are:

1. You now obtain a report number via the Web at <http://fnalpubs.fnal.gov/techpubs/numreq.html>. You no longer need to visit or call the Publications Office. The request can be done from your desktop—plus the online request form supplies you with a receipt for your records.
2. You no longer need to send a paper copy of your report to the Publications Office. You now submit your report electronically. Directions are available at <http://fnalpubs.fnal.gov/techpubs/guidelines.html>.
3. You may subscribe to our preprint announcement service at <http://fnalpubs.fnal.gov/techpubs/maillist.html>. This service sends you an e-mail announcement when new reports are posted on the publications fileserver. The announcement includes the title of the paper, author, report number, and the URL for the paper.
4. You may order paper copies of Fermilab technical reports directly from the monthly listing pages. These pages can be accessed from http://fnalpubs.fnal.gov/techpubs/pubs_lists.html.
5. The publications fileserver usage statistics are now available at <http://fnalpubs.fnal.gov/library/stats.html>. You may view the usage statistics to see how many times your technical report has been accessed.
6. Reports are now posted in both Postscript and PDF format. Your Web browser can be configured to automatically launch Ghostview and Acrobat Reader as helper applications so that you can view these documents online. Acrobat Reader also allows you to print PDF documents. PS Tool or Drop PS are Freeware applications that allow you to print Postscript documents. If you need assistance contact your PC support personnel or send e-mail to Systems Librarian Beth Anderson at beth@fnal.gov.

If you have suggestions for new services or improvements, please send us your ideas using our Web suggestion box at <http://fnalpubs.fnal.gov/techpubs/feedback.html>. If you have questions regarding the preprinting process or distribution service call Report Coordinator Cyndi Rathbun at x3887.